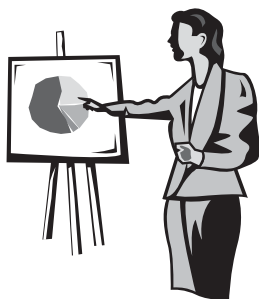


Business Recycling It's the Law



Business Recycling Guidebook



Summer 2003



Overview

All Montgomery County businesses are required by law to recycle. This guidebook will provide you with the information you need to develop a successful recycling program at your place of work. Topics to be covered include:

- Recycling and the Law
- Waste reduction tips
- Tips on contracting with a recycling collection company
- Advice on filing your annual recycling and waste reduction report
- An in-depth look at the recycling process
- The importance of buying recycled products
- Services available to businesses



Recycling... "It's the Law"

Business recycling in Montgomery County, Maryland, became law in March 1993 when the County Executive signed Executive Regulation 109-92. The regulation, developed by Montgomery County's Division of Solid Waste Services, is the result of several years of research and planning, consultation with the business



community and public comment. This regulation was passed to increase recycling participation and to stimu-

late the growth and development of regional markets and facilities. The law will also help the County reach its current goal of recycling 50% of its solid waste.

There are approximately 25,000 to 30,000 businesses operating in Montgomery County and includes businesses, non-profit organizations, public and private schools, Federal, State and Local government facilities and home-based businesses. These businesses generate approximately half of all the solid waste generated in the County.

Businesses are required to recycle the following materials:

-  White Office Paper
-  Newspapers, including Inserts
-  Corrugated Cardboard Containers
-  Glass Bottles and Jars
-  Aluminum Cans & Foil Products
-  Steel/Tin Cans
-  Plastic Bottles
-  Yard Trim

Your business may also generate large quantities of other materials that could be recycled. Some examples are:

- **Mixed Paper (colored paper, magazines, envelopes, etc.)**
- **Scrap Metal**
- **Computers**
- **Wood Pallets**
- **Toner Cartridges**
- **Motor Oil/Antifreeze**
- **Plastic film, such as plastic bags and shrink wrap**

Recycling as much material as possible that your business generates may reduce overall waste collection and disposal costs incurred by your organization.

Contracting for Recycling Services

The County does not provide recycling or waste collection services to businesses. While the Division of Solid Waste Services provides on-site technical assistance and education, it is the

responsibility of the business to identify and select a company that meets their specific needs. There are

several types of companies who specialize in this sort of service. In order to obtain the most efficient service, it is suggested that businesses independently contact a variety of recycling companies to determine which type of service is best for them. To find a sample listing of these companies, check:

- Local telephone directories
- Montgomery County, Division of Solid Waste Services ***Business Recycling Regulation Handbook***
- Visit our website at www.MCRecycles.org

Some additional and helpful contracting advice...

Because of the wide variety of services that are offered by various recycling collection companies, some questions that may be helpful in determining which company would best suit your business' needs include the following:

- What various types of paper do you collect?
- What is the minimum amount required for a pickup?



- Do you provide “scheduled” or “on call” pickups?
- What other recyclables will you pick up?
- Will you pay for our paper or other recyclables? If so, what pricing structure will be used, and what is the payment schedule?
- What is the allowable level of contamination?
- Will you pick up from within our business or only from a loading dock?
- Are you willing to sign a long-term (one year or more) contract?
- Can you provide monthly tonnage reports on the amount (in weight) of recyclables collected for each material for County reports? Note: Reports must provide tonnage data for each individual material, except commingled materials: plastic, glass, and metal, which may be reported together. Ask them to report weight (pounds or tons) rather than volume.
- What services can you provide in helping us set up a program?

Annual Recycling and Waste Reduction Report



In addition to recycling, certain businesses are required to file an annual recycling and waste reduction report with the Division of Solid Waste Services.

■ The purpose of the annual report is to measure the recycling activities of your individual business and to aid Montgomery County in determining where it should focus its outreach efforts. In addition, businesses may use this report to track their individual recycling progress over a period of time.

■ The report entails completing a simple one-page form that requires basic contact information, a description of the types and quantities of items that are recycled and those that are disposed of as trash.

■ The report also includes an optional yet useful tool for your business to indicate successful waste reduction and buying recycled efforts.

■ **Who must file?** The following businesses must file an annual report:

- Large Businesses (250 or more on-site employees) annually by February 1st.
- Medium Businesses (100 to 249 on-site employees) annually by March 1st.
- Small Businesses (less than 100 employees) when requested by the Division of Solid Waste Services.

Property Management Option:

Executive Regulation 109-92 requires that property owners provide recycling collection services and recyclable storage space for their tenants. If you work in a multi-tenant building, office park or shopping center, contact your property manager to find out what services are being provided to your business.

■ Businesses may file their annual reports via mail, fax or on-line at www.sorrt.org. Call the Division of Solid Waste Services at 240-777-6400 or visit our website at www.MCRecycles.org for more information.

The Life Cycle of Recyclables

Many businesses ask questions regarding what happens to recyclables after they are put into a recycling bin in the work place.

Generally, your materials are collected by a janitorial firm or staff and placed into centralized collection containers. Then a recycling collection company will collect the materials from the central collection containers and take them to a recycling facility known as a MRF, or Materials Recovery Facility. At this location, the materials are separated by type and packaged for shipping. These materials are then transported to a recycling processor where they are further processed for the re-manufacturing process.

Let's take a look at the life a plastic bottle.

Plastic bottles, including soda and water bottles, milk jugs and juice containers are usually



mixed together in commingled materials recycling programs along with glass bottles and jars, and aluminum and steel/tin cans. After the recycling collec-

tion company collects the commingled containers from your office or building, they are trans-

ported to a Materials Recovery Facility (MRF) where they are sorted, either mechanically or by-hand, by type and prepared for transport to a recycling processor.

Typically, all plastic bottles are sorted and baled by the type of plastic, either #1 PETE (Polyethylene terephthalate) or #2 HDPE (High-density polyethylene). #1 PETE plastics include soda and water bottles and #2 HDPE plastics include milk or juice containers. In some cases, all of the plastic bottles remain mixed and baled together and are separated later in the recycling process. The baled plastics are then transported to a recycling processor.

Once the bales are received at a processor, the bales are broken and the loose plastic containers are moved across a vibrating screen to remove small pieces of dirt and trash.

The bottles are then washed and cut into small pieces called flakes. The plastic flakes are then washed again where more dirt and the labels are removed. If different types of plastics are mixed together, they are separated in a large tank filled with water. Each type of plastic has a different density, so #1 PETE and #2 HDPE plastics will separate due to their densities.

The cleaned and separated plastic flakes are dried and any remaining film and labels are removed from the flakes. The flakes are then melted and formed into pellets.

The pellets are then boxed and shipped to a manufacturer where the pellets are melted and either mixed with virgin resin, or used directly to make a new recycled product. Since different plastics have different melting points, it's very important to remember to only recycle plastics that can be accepted in your recycling program. If different types of plastics are mixed together, the resulting melt is considered contaminated and will not meet the specifications of the manufacturers of these new recycled-content products. Some products made with recycled plastics include: recycling and trash containers, carpeting, clothing, plastic lumber and much more.

Waste Reduction

A number of seemingly minor alterations of typical work place behavior can greatly increase your business' opportunity to decrease waste materials and thus cut costs on waste disposal. It also benefits the environment by helping to conserve natural resources and reduces the pollution associated with the manufacturing, transport and later collection of products.

- Encourage employees to bring reusable cups instead of using Styrofoam cups
- Buy sugar and cream in bulk and use reusable containers instead of individual packets
- For lunch, use reusable cloth or plastic lunch bags
- Use e-mail for internal and external communication

- Place commonly needed documents in a central location that is easily accessible, thus reducing excessive copying
- Make double-sided copies when possible

Buying Recycled

When businesses and individuals buy recycled-content products, it is known as "closing the loop." Buying recycled products ensures that there are markets for goods that contain recycled materials, thus ensuring the success of recycling



programs. The more businesses buy recycled, the lower the prices of these products will be. In fact, today, many recycled-content products cost the same or even less than their counterparts made of virgin materials.

Buying recycled also makes good business sense. Many customers look for businesses that "buy recycled" and use recycled-content products.

It's easy to do. In fact, there are many common recycled office supplies that can be purchased.

- Printing and writing papers
- Office supplies such as pens, pencils, rulers and scissors
- Packaging materials
- Computer disks
- Toner cartridges
- Various construction materials such as insulation and wallboard

Your business can also promote the reuse of some of its materials and thus help your community and the environment.

- Donate used vehicles to a local charity of your choice
- Donate outdated technology items such as computers and printers
- Reuse your Styrofoam peanuts for later repackaging

Besides being a wonderful contribution to your business, community, and environment we must not forget that in Montgomery County,

RECYCLING IS THE LAW!

Make SORRT Your Business Partner

SORRT stands for Smart Organizations Reduce and Recycle Tons. SORRT, developed by the Montgomery County Division of Solid Waste Services, is an information network that promotes and supports business recycling.

SORRT provides technical support, informational materials and special member

invitations to a variety of seminars and workshops. SORRT also provides guidance to businesses on how to set up, maintain, and expand recycling and waste reduction programs, access to a listing of resources that provides recycling collection and container services to businesses, as well as referrals to other Montgomery County businesses who can share their recycling experience with you, and so much more.

SORRT offers:

- On-site recycling program technical assistance
- Training seminars
- Labels for recycling containers
- Informational brochures
- Educational posters and videos
- Support at events by distributing recycling information to fellow employees
- Multi-lingual educational materials
- Use of the County's buy recycled display
- Subscription to the quarterly SORRT Network Newsletter
- And much more!!

By joining SORRT, your business will be able to obtain all of the necessary and pertinent information needed to enjoy the benefits of maintaining an effective recycling program. To get started, you may reach SORRT by calling 240-777-6400 or logging onto the County's website at www.MCRecycles.org.

Contact Information

For more information, please contact:

Montgomery County, Maryland

Division of Solid Waste Services

SORRT Program (Smart Organizations Reduce and Recycle Tons)

101 Monroe Street, 6th Floor

Rockville, MD 20850



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This information is available in an alternate format by calling Alan Pultyniewicz at 240-777-6400.